

# Museum Technician, GS-1016-05

## National Park Service

1 vacancy - Beatrice, NE

Work Schedule is Full Time - Temporary NTE 1039 hours

Opened Tuesday 4/19/2016

Closes Monday 4/25/2016

- **Salary Range**  
\$32,318.00 to \$42,012.00 / Per Year
- **Series & Grade**  
GS-1016-05/05
- **Promotion Potential**  
05
- **Supervisory Status**  
No
- **Who May Apply**  
United States Citizens
- **Control Number**  
435536700
- **Job Announcement Number**  
MWRC-16-OC-0145

## Job Description

### Job Summary

Experience your America and build a fulfilling career by joining the National Park Service, as we prepare for a second century of Stewardship and Engagement. Become a part of our mission to connect with our past and create important connections to the future by building a rich and lasting legacy for the next generation of park visitors, supporters and advocates. For more information about the National Park Service, click [National Park Service](#).

**WHO MAY BE CONSIDERED:** Open to all qualified United States Citizens

**VACANCY IDENTIFICATION NUMBER (VIN):**1668630

Travel, transportation, and relocation expenses **will not be paid**. All travel, transportation, and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected employee.

***TYPE OF APPOINTMENT:*** *These positions are temporary positions, with full-time work not to exceed (NTE) 1039 hours in a service year. Under this type of appointment, selectee(s) may be eligible for rehire in future seasons.* Anticipated Entrance on Duty date is June 2016.

**Major Duties:**

The incumbent serves as a museum technician at Homestead National Monument of America, primarily working with museum collection objects, archives, and databases.

Unpacks objects and processes them; performs limited cleaning; identifies preservation needs and recommends additional actions. Repacks objects; identifies and labels objects; prepares objects for storage. Inventories, documents, and stores items. Maintains organization of storage areas. Catalogs objects. Enters data into catalog program.

Prepares, maintains, and organizes manual and automated curatorial records, including accession records, catalog records and donation forms. Files records. Maintains and updates cataloging and database.

Performs routine searches for catalog records and objects. Implements museum maintenance and housekeeping schedules.

Performs routine cleaning of objects. Implements environmental monitoring program. Assists with installation and rehabilitation of exhibits. Assist with completion of Annual Inventory.

Organizes and files photographs and other archival material.

Provides answers and information to park visitors. Supervises and monitors visitors to museum facilities. Performs a variety of clerical operations.

**Area Information:**

Homestead National Monument of America is located in southeastern Nebraska, four miles northwest of the city of Beatrice (population 13,000). Housing, shopping, medical services, educational and recreational opportunities are readily available in the local community and in Lincoln (Nebraska's capital city, population 250,000) 40 miles to the north. Beatrice includes a high school, middle school, four public and two parochial elementary schools, a variety of pre-school programs, and a campus of Southeast Community College. Several university facilities are available in Lincoln. Beatrice has an active arts community (including a community theater) and is home to a variety of organized sports leagues. Recreational opportunities include hiking/biking trail systems, state park/recreational areas, city water park, golf courses, skate park, YMCA and much more. Weather conditions are moderate, ranging from 90 degrees in the summer to 5 in the winter.

**Physical Demands:**

This position requires a mix of indoor and outdoor duties. Indoor duties will require significant computer use; outdoor duties are subject to high temperatures and humidity. The position also requires lifting of up to 50-pound artifacts.

### **Travel Required**

- Not Required

### **Relocation Authorized**

- No

## **Job Requirements**

### **Key Requirements**

### **Qualifications**

All qualifications must be met by the closing date of this announcement, Monday, April 25, 2016.

To be eligible for this position, you must possess the qualifying specialized experience and/or education as described in the occupational/assessment questionnaire. Qualifying experience may be obtained in the private or public sectors. <http://www.opm.gov/qualifications>

### **To be qualified at the GS-5 Level:**

You must possess at least one year of specialized experience equivalent to the GS-04 level in the federal service that equipped me with the particular knowledge, skills, and abilities to perform successfully the duties of a Museum Technician. Specialized experience is experience related to: collection management, registration, cataloging, research, preservation, restoration, or conservation of collections of museum material. To be creditable, this experience must have been equivalent in level of difficulty and responsibility to that of at least the GS-4 grade level in the federal service.

**OR--** Have successfully completed four years of education above high school leading to a bachelor's degree with major study or 24 semester hours of course work in a related field. Related fields of study include art, history, museum studies, scientific subjects, or other courses related to the position to be filled. One year of full time academic study is defined as 30 semester hours. PLEASE NOTE: If you are qualifying for the position based on your education, you must submit a copy of your transcripts.

**OR--** Have a combination of specialized experience as described in A above and education as described in B above which total at least one year. For example, 6 months of specialized experience (50% of the specialized experience) and three years of education above high school (50% of the education) would qualify an applicant for this position. Only education in excess of the first 60 semester hours (i.e. beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study beyond the second year is equivalent to 6 months of specialized experience.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment and is authorized under Title 5, USC, Section 3302 and 3361.

Transcripts-To qualify using education, you must submit a legible copy of transcripts from an accredited institution which must include your name, school name, credit hours, major(s), and grade-point average or class ranking. (NOTE: Transcripts lacking the required information will not be considered.) Applicants can verify accreditation [HERE](#)

If you are selected for this position and you used education to qualify, you will be asked to provide official transcripts before you enter on duty.

You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited education institution in the United States when you apply. For further information [click HERE](#).

#### Requirements:

- You must be a U.S. Citizen to be eligible for the position.
- Applicants must possess a valid state driver's license. This position requires that you operate a government (or private) motor vehicle as part of your official duties.
- Males born after December 31, 1959 must complete Pre-Appointment Certification Statement for Selective Service Registration <https://www.sss.gov/>
- New employees of the Department of the Interior must identify a financial institution for direct deposit of net pay.
- Favorable adjudicated background investigation
- Government housing not available
- Monday through Friday, may include holidays, evenings or weekends.

#### Security Clearance

## Additional Information

#### What To Expect Next

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

## **BENEFITS**

Effective January 2015, temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days, and expected to work a schedule of 130 hours or more a calendar month, will be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Temporary, seasonal, and intermittent employees for whom the expectation of hours of employment changes to meet the above requirement would become eligible to enroll in an FEHB health plan upon notification from their employing office. Eligible employees who elect to participate will receive the same government contribution as permanent employees and will be responsible for the employee share of the premium while on the official agency roles; the employee share is deducted from bi-weekly earnings. Benefits: <http://www.opm.gov/retirement-services/newprospective-employees/>

## **Other Information**

Temporary appointments are not eligible for promotion.

## **How to Apply**

NOTE: applicants must submit their application packages electronically or by fax. Applications/resumes and supporting documentation sent by mail (including email) **WILL NOT BE ACCEPTED**. Applicants are advised that a variety of public facilities such as schools, public libraries, state employment offices and regional job centers provide access to computers at no charge. Help may also be available to targeted groups through a variety of public assistance agencies.

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Monday, April 25, 2016 to receive consideration.

\* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

- \* Click the Submit My Answers button to submit your application package.
- \* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to Monday, April 25, 2016.
- \* To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- \* To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete. Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s):

1. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascovers.pdf> and provide the required information. The Vacancy ID is 1668630.
2. Fax your documents to 1-478-757-3144. If you cannot complete the Application Monday, April 25, 2016 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).
2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.

3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

Note: If you receive an email stating that there was a technical problem uploading your documents, you should fax the applicable documentation to OPM at 478-757-3144. Be sure to use the fax cover sheet that was linked in the vacancy announcement, include the appropriate Office Code (IN) and VIN (1668630) so that the fax is processed properly and promptly. For further questions regarding applying online or by fax, please contact OPM [atApplicationManagerHelpDesk@opm.gov](mailto:atApplicationManagerHelpDesk@opm.gov)

**DO NOT SEND PHOTOGRAPHS.** Any resume or documents with photographs will not be forwarded to the hiring official.

### **How You Will Be Evaluated**

Method of rating will be Category based.

Category rating procedures will be used to rate and rank candidates.

Candidates will be ranked into 3 categories:

Category Group I (Best Qualified) - applicants possessing experience that substantially exceeds the minimum qualifications of the position including all selective factors, and who are highly proficient in all requirements of the job and can perform effectively in the position.

Category Group II (Well Qualified) - applicants possessing experience that exceeds the minimum qualifications of the position including all selective factors, and who are proficient in most of the requirements of the job.

Category Group III (Qualified) - applicants possessing experience that meets the minimum qualifications of the position including all selective factors, and who are proficient in some, but not all of the requirements of the job.

Note: Your resume must support your responses to the occupational questions.

The occupational questionnaire was developed from these tasks:

1. Document museum collections
2. Written communications
3. Museum Housekeeping & monitoring

4. Operate computers, digital single-lens reflex cameras, various audio/visual and editing software.
5. Museum collection preservation/conservation practices.

Note: Your resume must support your responses to the occupational questions. The occupational questionnaire was developed from these tasks

## Required Documents

**The following documents are required and must be received by the closing date of this announcement.**

1. Resume - Resumes must include personal information, education, work experience. You must include months, years and hours per week worked to receive credit for your work experience. One year of specialized experience is equivalent to 12 months at 40 hours per week. Part-time hours are prorated. You may not receive any credit for experience that does not indicate exact hours per week or is listed as "varies".(Include dates of employment -month and year, and hours worked per week). Your experience must verify the answers given on the assessment questionnaire. **YOU MUST USE YOUR FULL LEGAL NAME. NOTE: Applications lacking required information will be considered ineligible.**

2. Transcripts- To qualify using education, you must submit a legible copy of transcripts from an accredited institution which must include your name, school name, credit hours, major(s), and grade-point average or class ranking. **(NOTE: Transcripts lacking the required information will not be considered.)**

3. Qualifications (assessment questionnaire)

4. Veterans Preference:

- Legible copies of DD-214 (copy 4 showing honorable or general discharge)
- SF-15: Application claiming 10 Point Veterans Preference as a disabled veteran along with supporting documents. For more information on acceptable documents for Veterans' Preference visit: <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>

5. CTAP/ICTAP documentation, if applicable. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF-50 noting current position, grade level, and duty location. <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>





**Contact**

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